

FORUM 2020 SESSION COORDINATOR

Organization and Project Overview

The National Alliance of Preservation Commissions (NAPC) was founded in 1983 to provide a forum for local preservation commission members and municipal staff to address concerns and to serve as a national voice representing the needs of commissions. Its mission is to build strong local preservation programs through education, advocacy, and training. FORUM, NAPC's biennial national conference furthers this mission by providing training sessions, tours, and the expertise of nationally recognized speakers in the field of preservation. FORUM is the only national conference focused on the needs and issues of preservation commissions and commission staff.

FORUM 2020, to be held in Tacoma, WA, July 22-26, 2020, will be planned jointly with NAPC, the City of Tacoma, and the Washington Department of Archaeology and Historic Preservation (DAHP). The conference theme is "Preservation Coast to Coast". The conference will explore the latest trends in preservation and provide valuable training through a combination of educational sessions, tours and special workshops. The conference will bring together local preservation commissions, design review boards, Main Street managers, as well as their staff and partners.

As part of the FORUM 2020 offerings, NAPC will provide up to 60 standard educational sessions for over 500 conference registrants (there were 710 attendees in 2018) over the course of the last 2.5 days of the conference. Each session will be 1.5 hours in length and developed around 3-5 specific, high-level, challenging content tracks, ultimately selected by NAPC board members on the FORUM planning committee.

Duties of the Session Coordinator will include but not be limited to the following tasks

- Collect and organize all session proposals received in response to the RFP released by NAPC.
- Develop a session selection process in which NAPC board members and local partners serving on the FORUM 2020 planning committee will review proposals and select sessions.
- Draft decision notifications (accept or decline) for all proposals received and send to proposal submitters.
- Serve as point of contact for all selected presenters and session organizers.
- Prepare the session schedule in consultation with NAPC staff and FORUM 2020 committee.
- Coordinate and secure presenters for the sessions, providing instructions and timelines that cover the following:
 - Date and time of session or possible timing
 - FORUM 2020 presentation template
 - Presentation due date
 - Audio/visual requirements
 - Conference registration instructions
 - Bio and headshot
 - Marketing suggestions
 - AIA Form, including learning objectives (for any session applying for AIA CEU credits)
- Coordinate and conduct conference calls with NAPC staff and FORUM committee as needed to develop the sessions and determine appropriate speakers.
- Prepare brief session descriptions for use in the conference website, preliminary program, and final program.
- Attend FORUM 2020, serving as primary on-site contact for speakers and session managers and assist with on-site registration.

- Collect session materials and coordinate uploading to a to-be-determined electronic platform for post-conference sharing.
- Compile bios and pre-reads from session presenters, where applicable, and distribute to session moderators in advance of the conference.
- Regularly correspond with NAPC staff and Board members, as necessary.
- Conduct post-conference survey to collect presenter feedback on FORUM2020 staffing, logistics, and content. Provide summary to NAPC.
- **This position is a remote work experience. The Session Coordinator must have reliable access to the internet and video calls and be available for regular conference calls.**

Qualifications

- Background in historic preservation and experience working with local historic preservation commissions and review boards
- Previous educational content development experience
- Proven knowledge and familiarity with the historic preservation community nationwide
- Excellent writing and communication skills
- Proven independent project coordination and ability to meet deadlines
- Database management experience

Timeline

Project work shall begin on September 16, 2019, and end on August 31, 2020.

Fees and Expenses

The fee to complete the Scope of Work above is \$12,000. Expenses including travel costs, airfare, hotel, transportation and incidentals to attend NAPC board meetings, NAPC FORUM 2020, and other travel related to this Scope of Work will be covered in addition to the fee to complete the Scope of Work.

Please send letter of intent and resume to Stephanie Paul, Executive Director, NAPC at stephanie@napcommissions.org by August 26, 2019.